

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Notice CMA-35**

**For:** CMA's, LSA's, and State and County Offices, Except AK, HI, and PR

**1999 National CMA/LSA Training Meeting**

**Approved by:** Deputy Administrator, Farm Programs



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**1 Overview**

**A**

**Background**

The 1999 National CMA/LSA Training meeting will be held:

- in Albuquerque, New Mexico
- August 24 through August 26, 1999.

Topics covered at this training session will include:

- Commodity Loan and LDP Eligibility Requirements
- CMA/LSA Program Policies and Procedures
- the Automated CMA Process.

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**B**

**Purpose**

This notice provides:

- the number of participants authorized from each State
- the scheduled dates and times of the training session
- information about hotel accommodations and transportation
- travel authorization information for attendees from each State.

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**Disposal Date**

December 1, 1999

**Distribution**

State Offices, except AK, HI, and PR; State  
Offices relay to County Offices, **and FAX** to  
CMA's, and LSA's

## Notice CMA-35

### 2 Number of Attendees

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#### A

##### Number of State Participants

State Offices are authorized to send 1 participant from each of the following States.

Southeast Area	Midwest Area	Southwest Area	Northwest Area
Alabama	Illinois	Arizona	Idaho
Arkansas	Indiana	California	Nebraska
Florida	Iowa	Kansas	North Dakota
Georgia	Minnesota	New Mexico	South Dakota
Louisiana	Missouri	Oklahoma	Washington
Mississippi	Ohio	Texas	
North Carolina	Wisconsin		
South Carolina			
Tennessee			
Virginia			

#### B

##### Additional State and County Attendees

For 1 authorized attendee from each State, travel will be paid out of Washington-controlled travel funds.

Additional State and County employees may attend contingent on:

- the State paying travel and related expenses
- space available at the training session
- informing PSD immediately at 202-720-7901, of any additional attendees.

#### C

##### CMA and LSA Attendance

Hotel arrangements have been made anticipating 2 attendees from each of the approved CMA's and LSA's.

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## Notice CMA-35

### 2 Number of Attendees (Continued)

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#### D

##### CMA, LSA, and State Office Action

CMA's, LSA's, and State Offices shall take the following actions:

- by **COB Monday, August 9, 1999**, each CMA, LSA, and State Office with participants attending this training shall FAX a list of attendees to **Mike Mandere, PSD, at 202-690-3307**
  - by **COB Friday, August 13, 1999**, participants shall register directly with the Sheraton Uptown Hotel
  - each State and County Office participant shall complete SF-182, according to 6-PM, to document this training.
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### 3 Hotel and Travel Information

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#### A

##### Training Dates and Hotel Information

Training attendees shall plan to arrive on **Monday, August 23, 1999**. A block of rooms has been reserved.

The training session will begin **Tuesday, August 24, 1999, at 8 a.m.** and end **Thursday, August 26, 1999, at 12 noon**.

Participants shall make their own reservations directly by **COB, August 13, 1999**. Participants shall identify themselves as participants of the **National CMA/FSA Training**. The training will be held at the:

Sheraton Uptown Hotel  
2600 Louisiana Blvd. NE  
Albuquerque, NM  
1-800-252-7772.

The daily room rate:

- is \$60 plus tax, for a single room
  - must be guaranteed for late arrival (after 6 p.m.) by using a credit card.
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#### B

##### Airport Transportation

Transportation to and from the hotel can be arranged by Checker Express at the baggage claim area. Cost is approximately \$10 one way and approximately \$16 round trip.

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**3 Hotel and Travel Information (Continued)**

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**C**

**Per Diem and  
Travel  
Authorization**

The per diem rate for Albuquerque, New Mexico, is \$98 a day (\$60 for lodging and \$38 for M&IE).

Each State and County Office employee attending must have an approved AD-202 or FSA-164, as applicable, before incurring travel expenses. This notice does not constitute an approved travel authorization.

Participants shall make their own travel arrangements as soon as possible, using the most efficient means of transportation.

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**D**

**Special Needs**

Persons with disabilities who require accommodations to attend or participate in this training shall contact the hotel and airlines.

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